



**DEPARTMENT OF PERSONNEL**

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**MEMO PERD #04/03**  
**January 24, 2003**

TO: Department Directors  
Division Administrators

FROM: Jeanne Greene, Director  
Department of Personnel

SUBJECT: EMPLOYEE PERFORMANCE APPRAISAL

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As many of you know, over the past 18 months, a group of agency representatives and Department of Personnel staff have been developing a new performance appraisal system. The implementation date of the new system will be July 1, 2003. Because the new performance appraisal system represents a considerable change from our current system, it is imperative that managers and supervisors use this interim period to develop plans for a smooth transition.

First and foremost, you will note that the rating scale on the new Employee Development and Appraisal form is changing from five levels to three levels: *does not meet standards*, *meets standards* and *exceeds standards*. This will streamline the performance appraisal process by eliminating the need to distinguish between two levels of below standard and above standard performance. The new three-point Employee Development and Appraisal form must be used on and after July 1, 2003, as employee appraisals become due.

Another key component of the new appraisal system will be a uniform Work Performance Standards (WPS) form. Currently, only principal assignments are described on the WPS form, while related factors (such as work adjustment and adaptability, cooperativeness and judgment) and supervisory responsibilities are identified separately on the Employee Development and Appraisal form. In the new system, all key job elements, including principal assignments, supervisory responsibilities, related factors, and/or goals will be described on the WPS form. This will provide more flexibility and latitude to agencies when preparing work performance standards. In the coming months, principal assignments described on the current WPS form,

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as well as related factors and supervisory responsibilities, should be transferred to the new work performance standards form. This will ensure that employee appraisals completed on or after July 1, 2003, will adequately address all essential job elements.

I am enclosing copies of the new work performance standards form and employee appraisal form as well as instructions for their use. This information will also be available on the Department of Personnel's web site to assist supervisors and managers in this transition. In addition, the performance appraisal committee will be providing an in-depth review of the new employee appraisal system to all agency personnel representatives. These individuals will, in turn, provide guidance to supervisors and managers in their agencies to facilitate the transfer of information to the new work performance standards form and implementation of the new performance appraisal system on July 1, 2003.

Although the new performance appraisal system represents many improvements, its implementation will require attentive coordination and communication with your managers and supervisors as well as the Department of Personnel. If you have questions regarding the enclosed information or transition to the new system, please contact Phil Hauck at (775) 684-0130.

JG:sq

Attachments

cc: Agency Personnel Liaisons  
Phil Hauck, Supervisory Personnel Analyst, Department of Personnel